

**CITY OF CARLSBAD
SUBMITTAL CHECKLIST
SUBSTANTIAL CONFORMANCE EXHIBIT**

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To insure the timely processing of Substantial Conformance Exhibits for development projects in the City, those submitting SCE's for City review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" (not applicable) and initialed by the City Project Engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the SCE. This checklist is a part of the SCE check comments.
- Should you have any questions, please contact the City Engineering Department, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. Engineering Plancheck Application form completed and signed by the Owner/Applicant (Distribution: Planchecker).
- ☐ 2. Transmittal letter from the Engineer of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 3. Three (3) sets of bluelines (folded to 9" X 12") of the conforming Tentative Map or Tentative Parcel Map previously signed by City Planning Director and City Engineer (Distribution: 1 Planchecker, 1 Planner, 1 File).
- ☐ 4. Four (4) sets of bluelines of the proposed Substantial Conformance Exhibits on 24" X 36" size paper containing the following information: the same level of information as shown on the approved Tentative Map or Tentative Parcel Map; proposed changes properly highlighted or redlined for ease of identification; updated information, i.e. new earthwork quantities, etc.; marked "Substantial Conformance Exhibit "A". Signature blocks for Planning Director, Development Services Engineer and City Engineer. (Distribution: 1 File, 2 Planchecker, 1 Planner).
- ☐ 5. Two (2) letters from Engineer of Work (one original, one copy) summarizing all the proposed changes from the Conforming Tentative Map or Tentative Parcel Map, the reasons behind the proposed changes, and the reasons why the proposed Substantial Conformance Exhibit as submitted is in conformance and equivalent to the Conforming Tentative Map or Tentative Parcel Map (Distribution: Original to Planchecker, copy to Planner).
- ☐ 6. Digital copy of plans using NAD '83 (Distribution: GIS)
- ☐ 7. Substantial Conformance Review fee (see fee schedule).
- ☐ 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

COMMENTS _____

SEE REVERSE SIDE

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SUBMITTAL CHECKLIST
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City Project No. _____ City Project Name _____
City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist.
- ☐ 3. All previous checkprints of the Substantial Conformance Exhibit.
- ☐ 4. Four (4) sets of bluelines of the corrected Substantial Conformance Exhibit on 24" X 36" size paper (Distribution: 2 Planchecker, 1 File, 1 Planner).
- ☐ 5. One (1) set of a durable clear transparency of the corrected Substantial Conformance Exhibit.
- ☐ 6. Two (2) letters from Engineer of Work summarizing all the corrected proposed changes from the conforming Tentative Map or Tentative Parcel Map, the reasons behind the corrected proposed changes, reasons why the corrected Substantial Conformance Exhibit is in conformance and equivalent to the conforming Tentative Map or Tentative Parcel Map (Distribution: Original Planchecker, copy Planner).
- ☐ 7. Items required as shown on the copy of the previous transmittal letter from the City.
- ☐ 8. Comments from other departments: Planning____, Other____.
- ☐ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL OF THE SUBSTANTIAL CONFORMANCE EXHIBIT:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist.
- ☐ 3. Digital copy of plans (Distribution: Eng. GIS).
- ☐ 4. All previous checkprints of the Substantial Conformance Exhibit.
- ☐ 5. Two (2) sets of bluelines of the corrected Substantial Conformance Exhibit on 24" X 36" size paper sealed and signed by the Engineer of Work (Distribution: 1 Planchecker, 1 File).
- ☐ 6. Original mylars or photomyllars (no diazo mylars, sepia mylars, sticky backs, etc.) of the corrected Substantial Conformance Exhibit sealed and signed by the Engineer of Work and signed by the Planning Director.
- ☐ 7. Items required as shown on the copy of the previous transmittal letter from the city.
- ☐ 9. Approvals from other departments: Planning____, Other____.
- ☐ 10. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

